

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 04/2021)



See CDA 9003-I for Instructions	
1. INCUMBENT	2. EFFECTIVE DATE (MM/DD/YYYY) <<Insert Effective Date (MM/DD/YYYY)>>
3. DIVISION Division of Home and Community Living	4. UNIT NAME Health-At-Home Branch - Community-Based Adult Services Field Operations Bureau
5. CLASSIFICATION Staff Services Manager I	6. POSITION NUMBER <<Insert Position Number>>

7. SUPERVISOR'S STATEMENT: *I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.*

SUPERVISOR'S NAME (Print) Jill Sparrow	SUPERVISOR'S SIGNATURE	DATE
--	-------------------------------	-------------

8. EMPLOYEE'S STATEMENT: *I HAVE READ THIS DUTY STATEMENT AND AGREE THAT IT ACCURATELY REPRESENTS THE DUTIES I AM ASSIGNED.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
--------------------------------	-----------------------------	-------------

You are a valued member of the department's team. You are expected to work cooperatively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.

<p>9. DESCRIPTION</p> <p>Under the general direction of the Community-Based Adult Services (CBAS) Field Operations Bureau Chief (Staff Services Manager II), within the Health-At-Home Branch (HHB), Community-Based Adult Services Field Operations Bureau, the Staff Services Manager I (SSM I) serves as the first-line supervisor responsible for overseeing operations related to the CBAS Program, which serves older adults and adults with disabilities throughout the state. The SSM I is responsible for Field Operations Team leadership and supervision, staff management, and other duties as assigned. These duties include but are not limited to:</p> <p>45% Field Operations Team Leadership and Supervision</p> <ul style="list-style-type: none"> • Oversees the the Field Operations Team in the certification of CBAS centers in accordance with statutes, regulations, and Waiver requirements. Certification activities include: processing portions of certification applications, performing pre-survey desk reviews and on-site surveys, and issuing of statement of deficiency reports and plans of correction. • Provides leadership to the Field Operations Team for the certification renewal of existing CBAS centers including the development of survey schedule assignments and reviewing and providing technical support on survey reports and plans of correction responses. • Makes recommendations to the Bureau Chief regarding the certification periods and provider sanctions, suspensions, and closures.
--

- Advises the Field Operations Bureau Chief regarding issues and concerns related to the CBAS program including those related to services, operations, demonstration project activities, and management information.
- Identifies the need for policy and procedural changes for center and Bureau operations, prepares recommendations for Field Operations Bureau Chief review, formulates and updates procedures for the CBAS Program and oversees the development and implementation of such changes.
- Consults with and resolves CBAS program policy and procedural issues with the Department of Health Care Services (DHCS) and the California Department of Public Health (CDPH).
- Represents California Department of Aging (CDA) in forums with federal, state, and local agencies including DHCS, CDPH, provider groups, advocate groups, and Centers for Medicare & Medicaid Services (CMS).
- Develops and provides training and technical assistance to CBAS providers and stakeholders. Ensures that ongoing technical assistance and monitoring activities of CBAS centers by CBAS survey staff are effective and responsive to customer needs.
- Participates in the preparation of Budget Change Proposals (BCPs) and makes recommendations to the Field Operations Bureau Chief for budget revisions as necessary.
- Provides recommendations to the Field Operations Bureau Chief for legislative proposals and assists in the preparation of the proposals, as well as provides legislative bill analyses.

45% Staff Management

- Directly supervises a group of Analysts (Associate Governmental Program Analysts/Staff Services Analysts)
- Encourages team building, facilitates cross training, and promotes continuous improvement
- Identifies and facilitates team and individual training
- Provides orientation training for new Field Operations Team AGPA staff, which includes travel to CBAS center sites
- Fosters creative decision making and problem solving and provides continuous feedback to team members
- Performs CBAS Field Operations Team management responsibilities, including recruitment, performance appraisals, timesheet approval, classification management, and disciplinary actions

10% Other Duties

- Participates with the CBAS Field Operations Bureau Chief, Department's senior and Executive management in strategic planning and the development of the State Plan on Aging
- In conjunction with the CBAS Field Operations Bureau Chief, creates and monitors the CBAS Program objectives and action plans to ensure success in accomplishing the Department's mission
- Serves as backup to Support Bureau Manager and Field Operations Managers, as needed
- Represents the Field Operations Bureau Chief at various meetings, as needed (may require statewide travel)
- Other duties as assigned

Working Conditions:

Due to the COVID-19 pandemic, CDA staff are working remotely per the state's emergency telework policy until further notice. The physical work location of the position is designated at the department's headquarters location, a two-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person

- Moderate statewide travel – up to 20 percent

(Rev. 06/2021)